

**Brandeis University – Office of Human Resources
Employee Pre-Review Input**

Name:	Title:
Department:	Supervisor:

As part of the performance evaluation process, please complete the following form and forward it to your supervisor or reviewer prior to the review meeting. Your input in the review process is important. This form is intended for use by you and your supervisor. It does not become part of your personnel file unless you initial it at the bottom of the form.

This is your opportunity to let your supervisor know how you feel about your job performance, your accomplishments and communicate any career and/or professional development goals or needs that you have.

Describe how you would assess your job performance over the past review period. Please include any particular accomplishments and/or demonstrated strengths during this time.

Describe any disappointments during this time. Comment upon any challenges or frustrations that may have prevented you from achieving your goals. How can such challenges be overcome in the future?

List specific areas for professional/career development that you would like to discuss with your supervisor. Please include ideas for training, skill improvement, future goals, and career guidance.

How can your supervisor be most helpful to you next year?

Initial here if you would like this form included in your personnel file: _____